POSITION ANNOUNCEMENT

Industrial Technologies Mechanical Faculty (full-time)

Applications are being accepted for a full-time Industrial Technologies Mechanical Faculty position. This position reports to the Associate Dean of Industrial Technology.

GENERAL PURPOSE
The Industrial Technologies Mechanical Faculty is responsible for face to face, virtual, and online classroom instruction, focused in the field of industrial factory floor (mechanical) systems. This position will provide leadership in the development, assessment, and evaluation of curriculum in existing courses, new courses, and related programs. This position will also provide training for corporations utilizing eLearning, with the potential of teaching some traditional college technical courses.

The funding for this position is contingent on the General Mills contracted training arrangement and operational needs of the college. The annual renewal of this position contract is contingent upon the needs under General Mills training agreement.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:
- Associate degree (preferably a Bachelor degree) in a related Engineering, Engineering Technology or Industrial Technology discipline required.
- Minimum of 5 years industrial experience. If experience is not within the last 5 years must show that they have stayed current with industry with membership, training, or consulting.
- Minimum of 5 years of experience as a technical faculty/industrial trainer at the two-year college level.
- Field experience working with mechanical maintenance/machine repair (power transmission, bearings, couplings, pumps, lubricants, etc.), pneumatics/hydraulics, preventative maintenance, and industrial packaging equipment (conveyors, palletizers, gear boxes, case coders and packaging machines (i.e. Jones)).

Necessary Knowledge, Skills, and Abilities:
- Working knowledge in educational theory or techniques
- Intermediate knowledge of local industry and manufacturing processes
- Ability to lead development of new courses and programs
- Ability and skill to assess and plan courses and programs
- Excellent oral and written communication skills
- Ability to develop and maintain relationships
- Ability to work as a team member
In accordance with the Professional Agreement, this position will be placed on the appropriate step of the Non-Teaching Faculty Salary Index pursuant to years of experience and education.

A complete Job Description is attached. Interested candidates should submit a cover letter and updated resume, in Word or PDF format, to careers@northweststate.edu using subject line of “Industrial Technologies Mechanical Faculty” by 5:00 p.m. on August 7, 2015.

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on “Community” then “Employment Opportunities.”

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE   MF/DV

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

**Position: 7/24/15 – 8/07/15**

**POSITION TITLE:** Industrial Technologies Mechanical Faculty  
**DEPARTMENT:** Custom Training Solutions  
**APPOINTING AUTHORITY:** Vice President of Innovation  
**SUPERVISOR:** Associate Dean of Industrial Technology  
**GRADE LEVEL:** Non-Teaching Faculty; Professional Association, 11 month, 8 hr. day

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**
1. Facilitate face to face, virtual (video conference or webinar), and online (asynchronous) instruction:
   a. Prepare, present, and evaluate course materials related to the instructional strategies which are based on the course learning objectives
b. Provide adequate feedback/explanation of graded coursework and other student information in an accurate and timely manner
c. Ensure a positive and favorable learning environment in the classroom, labs, and on campus
d. Responsible for classroom and lab equipment (local & remote), maintenance, and supplies

2. Provide leadership in the development, assessment, and evaluation of curriculum:
   a. Assess and evaluate existing courses and program curriculum for relevancy
   b. Develop new courses including the assessment, evaluation, course syllabi, selecting appropriate text, lab equipment, and ancillary materials
   c. Conduct visits to related industrial sites to maintain technology awareness as needed
d. Organize and facilitate advisory committee and industry roundtable meetings
e. Provide leadership to adjunct faculty, lab coordinators, and student workers
f. Move the curriculum to a competency based, hybrid method of instructional delivery, utilizing online courses and structured lab exercises in an open lab environment.

3. Student Advising:
   a. Coordinate and maintain suitable office hours for student advising and academic assistance
   b. Provide academic advising and counseling to students assisting with course selection and academic requirements

4. Facilitate cooperative relationships with outside agencies, including:
   a. Colleges and universities
   b. High schools
   c. Career Centers/Tech Prep/dual enrollments
   d. Local industry, trade, and industrial organizations

5. Participate in department, faculty meetings, and college committees and other scheduled meetings/activities at which attendance is expected

6. Complete assigned tasks in a timely manner and adhere to college policies and procedures

7. Engage in professional development activities to maintain and enhance course content and instructional skills

8. Frequently assess the needs of the local industry by completing field experiences each year, as specified by their supervisor. These can include company visits, industry round tables or corporate training.

9. Assist the division/admissions in their efforts to recruit students into the Industrial Technologies programs.

10. Assist the division/college in their efforts to secure funds through competitive State and Federal grants when applicable, including the possibility of giving Faculty leadership to the deployment of a grant if required by the grant (NSF).

11. Assist the CTS Sales Team to grow the departmental business through new and existing customers.

PERIPHERAL DUTIES
1. Aid in the support of adjunct faculty and student workers
2. Other non-instructional duties as agreed upon between the instructor and the Associate Dean

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- Ability to develop and maintain relationships
- Ability to work as a team member

SUPERVISION RECEIVED

Position reports directly to the Associate Dean of Industrial Technology

SUPERVISION EXERCISED

N/A

RESPONSIBILITY FOR PUBLIC CONTACT

Position will interact with and may conduct presentations for business and industry personnel, NSCC and other college personnel, equipment vendors, students and their parents, high school employees, and the general public.

 LICENSING AND REGULATION

N/A

TOOLS AND EQUIPMENT USED

This position must demonstrate computer and digital literacy, including the use of Microsoft applications. This position must operate general office equipment as needed. The College or personal vehicle may be needed for travel to off-campus sites. This position must be able to operate instructional equipment at the College as well as remote instructional sites.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in a classroom setting. The noise level in the work environment is low to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.